

## SUHSD REQUISITION

SONORAUNION HIGH SCHOOL DISTRICT Sonora Union High School District - 100 School Street Sonora, CA 95370 □ Purchase Order □ Direct Purchase LCAP - LEAP - SSP - WASC - CTE - Supplies - Other Date Requested Plan Goal # Description/Rational This is NOT a Purchase Order. WHEN APPROVED, a Purchase Order can be issued. Requisition must be completed and routed to Department Head and/or Supervisor for approval. Approved Requisitions must be routed to the District Business Office for Purchase Order Processing. **Total Price Unit Price** Quantity Catalog Number Complete Description Subtotal Tax Rate | 7.7<u>5%</u> Employee Requesting Purchase (7.75% unless otherwise indicated, 0 for No Tax) Estimated Shipping (If unknown, use 10% of subtotal) Department **Estimated Grand Total** Department Approval Date Principal/Manager Approval Date CBO Approval Date Requisition Notes: To be purchased from: Upon receipt of approved requisition: Option A Name of Vendor Requestor to order/purchase: Contact □ on an established account Mailing Address □ request reimbursement □ with the district credit card City/State/Zip Option B Business office to: Telephone ☐ issue PO to be faxed/mailed/emailed □ place order online FAX □ order with a credit card - No PO's accepted **Email Address** Related Website Notes: Fund - Resource - Yr- Obj - Sub Obj- Goal - Function - Dist Def - Location Budget Number xx - xxxx - x - xxxx - xx - xxxx - xxxx - xxxx - xxxx Prior Bal. New Bal. District-assigned PO#

Updated 1/2/20 dv